



## **Elementary Curriculum Liaison Job Description**

### General Function:

- 1) Attend Elementary Curriculum Liaison and P-12 Math/Science or Literacy/Social Studies Council meetings.
- 2) Assist with the planning and facilitation of site-based and district professional development
- 3) Support and champion district articulation and implementation efforts
- 4) Communicate to principal regarding curriculum initiatives, content professional development and other meeting outcomes
- 5) Communicate with staff regarding elementary liaison and P-12 curriculum council meetings either in written form via email, newsletter, face-to-face.
- 6) Be a second contact (after teacher) for parents regarding curriculum questions.
- 7) Effectively use and be able to support district core curriculum and supplementary materials.
- 8) Support the universal, diagnostic, and summative assessments/interventions at the building level.

### District Functions:

By agreement with the director of curriculum and instruction, elementary curriculum liaisons will assist with the planning and coordination of district content Wednesday professional development opportunities, engage in district curriculum alignment activities, and support districtwide curriculum training activities as needed. Elementary curriculum liaisons will attend designated P-12 Content Council meetings and participate in key decision making responsibilities.

### Building Functions:

By agreement with the building principal, Elementary curriculum liaisons will assist with building level functions such as: lead/participate/facilitate committees and/or department meetings, direct operational logistics such as inventory and orders specific to content area, conduct necessary staff surveys, facilitate site-based professional development, and coordinate content related assessments.

### Interaction with Various Project Teams/Committees:

Elementary curriculum liaisons will interact with building committees and/or departments. For example, the math/science liaison may lead the math/science committee meetings and as well as serve on the school improvement team. Elementary Curriculum Liaisons may be involved on school data teams and school problem-solving teams as well.

### Parent & Family Nights:

Work with building principal to facilitate a parent and/or family night for your specific content area if directed.